

CRIME STUDIES TECHNICIAN II

DEPARTMENTAL OPEN – SPOT SACRAMENTO



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

Bulletin Release Date: October 9th, 2014

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **October 23rd, 2014**- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked or personally delivered after the final filing date **will not** be accepted for any reason. Applications sent via fax, email, or inter-agency mail **will not** be accepted at any time for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

HOW TO APPLY Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at (www.jobs.ca.gov). Applications must be mailed to or filed in person with:

Mailing Address:
Department of Justice
Testing and Selection Unit
ATTN: Sam Brinkley
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
ATTN: Sam Brinkley
1300 "I" Street, 7th Floor
Sacramento, CA 95814

THE FOLLOWING METHODS OF APPLICATION SUBMISSION ARE NOT ACCEPTABLE:

- **ONLINE/EMAIL**
- **INTER-AGENCY MAIL**
- **FAX**

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE **\$3262- \$3967**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. **Positions exist with Department of Justice in Sacramento only.**

REQUIREMENTS FOR EXAM ADMITTANCE All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM
QUALIFICATIONS**

EITHER I

In the Department of Justice, either: (1) one year of experience performing the duties of a Crime Studies Technician I, or (2) performing criminal statistics related duties in a class at a level of responsibility equivalent to Office Services Supervisor II.

OR II

Three years of experience performing criminal statistics related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of a Crime Studies Technician I.)

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DEFINITION OF TERMS	<p>“Performing the duties of. . .” - means the applicant must have the amount of experience in State service in the class specified or on a training and development assignment (T&D), limited term, or approved out-of-class assignment to the class.</p> <p>“Duties of a class at a level of responsibility equivalent to. . .” requires that the applicant have State Service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.</p>
POSITION DESCRIPTION	<p>This is the lead person level in the series. Incumbents typically lead a team of Crime Studies Technicians and clerical employees; perform the most complex technical duties relating to the criminal research and statistics programs; make presentations and provide training to law enforcement personnel. Occasionally, incumbents may work independently on specialized research and statistics projects that demand a high level of technical skill.</p>
EXAMINATION INFORMATION	<p>The Crime Studies Technician II Exam will consist of the following components:</p> <p>QUALIFICATION APPRAISAL PANEL (Weighted 100%) This component consists of a Qualification Appraisal Panel, and is weighted 100%. To obtain a position on the eligible list, competitors must obtain a score of 70% or higher.</p> <p style="text-align: center;">Knowledge, Skills & Abilities Being Assessed:</p> <p>Knowledge of</p> <ul style="list-style-type: none">• the structure and content of the English language.• the nature, purpose and use of databases. <p>Skill in</p> <ul style="list-style-type: none">• problem-solving, trend or pattern detection, deductive reasoning, and critical thinking• effective and professional communication (verbal and written).• reading comprehension.• reviewing documents or reports for errors/discrepancies or missing information.• cross referencing information.• effective customer service and workload prioritization. <p>Ability to</p> <ul style="list-style-type: none">• develop an effective and professional rapport.• manage time effectively, multi-task, remain organized, and allocate time and resources effectively.• work with a sense of urgency.• work as a functioning member of a group or team.• work independently.• remain productive while under stress and adapt to changing workload priorities.• remain focused on one type of task for extended periods of time and attend to fine details.• use references or resources to answer questions or solve problems.• partner with others to answer questions or solve problems.• process and sort documents.• develop an effective and professional rapport.
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Education equivalent to completion of the twelfth grade including or supplemented by courses in mathematics, statistics and English composition</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Accuracy and thoroughness in performance of statistical and analytical work and ability to work as a member of a team with professional and clerical employees.</p>
VETERANS PREFERENCES	<p>Veteran's Preference Credits will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.</p>
CAREER CREDITS	<p>Career Credits will <u>not</u> be granted in this examination</p>

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Justice Offices (www.oag.ca.gov). California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veteran's Preference Credits will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
ATTN: Sam Brinkley
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 323-5547